

# **Senior Farmers' Market and WIC Farmers' Market Nutrition Programs**



## **Fiscal Year (FY) 2017 Consolidated State Plan Guidance**



**Senior Farmers' Market Nutrition Program (SFMNP) and  
WIC Farmers' Market Nutrition Program (FMNP)  
Fiscal Year (FY) 2017 Consolidated State Plan Guidance**

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**FY 2017**



## **General Information**

# **Senior Farmers' Market and WIC Farmers' Market Nutrition Programs**

**Senior Farmers' Market Nutrition Program (SFMNP) and  
WIC Farmers' Market Nutrition Program (FMNP)  
Fiscal Year (FY) 2017  
Consolidated State Plan Guidance**

**Due Date: November 15, 2016**

**GENERAL INFORMATION**

**Senior Farmers' Market Nutrition Program (SFMNP):**

The U.S. Department of Agriculture (USDA) created the Senior Farmers' Market Nutrition Program (SFMNP) in 2000 as a pilot program awarding grants to State agencies (including Indian tribal governments) on a competitive basis. These grants were used to provide low-income seniors with coupons they could exchange for eligible foods at farmers' markets, roadside stands, and community supported agriculture programs (CSA). Eligible foods were defined as fresh, nutritious, unprepared, locally grown fruits, vegetables, and herbs. SFMNP continued as a competitive grant program for several years following the initial authorization. The Farm Security and Rural Investment Act of 2002 (the 2002 Farm Bill), Public Law 107-171, authorized the SFMNP for FY 2003 through FY 2007 and gave USDA the authority to develop regulations for the SFMNP. Section 4231 of the Food, Conservation, and Energy Act of 2008 amended Section 4402(b)(1) of the Farm Security and Rural Investment Act of 2002 (7 U.S.C. 3007) to add honey as an eligible food for purchase with SFMNP benefits. This provision of the law was effective October 1, 2008. The Senior Farmers' Market Nutrition Program Final Rule (71 FR 74618), published December 12, 2006, established SFMNP as a formula grant program, thereby terminating the competitive grant process, and requires each State agency to submit an annual SFMNP State Plan of Operations to the USDA Food and Nutrition Service (FNS). The Agricultural Act of 2014 (the 2014 Farm Bill) P.L. 113-79 provided for \$20.6 million in funding for each fiscal year through 2018.

**WIC Farmers' Market Nutrition Program (FMNP):**

The WIC Farmers' Market Nutrition Program (FMNP) was established in July 1992 by Public Law 102-314. During the 2015 market season, the FMNP served 1.7 million Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) recipients. The mission of the FMNP is to provide fresh, unprepared, locally grown fruits, vegetables, and herbs directly to WIC participants, and to expand the awareness and use of local farmers' markets.

**Consolidated State Plan Option:**

The SFMNP regulations acknowledge that several State agencies administer both the SFMNP and the FMNP, often jointly, to serve seniors, women, infants, and children. Such State agencies are given the option to submit a single, consolidated State Plan of Operations that addresses both Programs, rather than submitting separate State Plans for each Program. The Consolidated State Plan must address completely all of the provisions that are unique to each Program in addition to those areas in which functions or tasks are combined for the SFMNP and the FMNP.

Consolidated SFMNP/FMNP State Plans are due to FNS no later than November 15 of each

year. State agencies that elect to use the Consolidated State Plan option must provide separate budgets and expansion requests for each Program.

Each State agency applying for/or participating in the SFMNP and/or FMNP must submit for approval to the appropriate FNS Regional Office a State Plan for the current year as a prerequisite to receiving Federal funds. A State Plan defines and describes the manner in which a State agency intends to implement, operate and administer the SFMNP and/or FMNP; under the regulations governing both Programs. The definition of “State” includes the District of Columbia, and United States Territories as well as geographic States. The State Plan must be signed by the designated State official responsible for ensuring the SFMNP/FMNP is operated in accordance with the Programs’ laws and regulations. This Guidance sets forth the minimum areas that must be addressed in the State Plan.

### STATE PLAN REVIEW AND APPROVAL PROCESS

FNS Regional Office staff will review SFMNP/FMNP State Plans and notify State agencies of any problems or areas in need of clarification. FNS will provide notification of approval or denial of the SFMNP/FMNP State Plan within 30 days of receipt of the Plan. State agencies should contact their respective FNS Regional Offices for technical assistance; a list of FNS Regional Offices can be found on pages 11-12.

**Approval of a Consolidated State Plan does not constitute a funding commitment for either the SFMNP or the FMNP.** State SFMNP agency base grants will be announced as soon as possible after State plans have been submitted, reviewed, and approved. Current FMNP State agency base grants will be announced after State plans have been submitted, reviewed, and approved but no later than 45 days after Fiscal Year (FY) 2017 funding for the FMNP is appropriated. Final State agency grants will be announced as soon as possible after all SFMNP/FMNP State agencies’ FY 2016 grants are completely and accurately closed out.

If any of the sections or procedures of the State Plan change during the fiscal year, **a State Plan Amendment** and any accompanying appendices must be submitted to the FNS Regional Office for approval prior to implementing such changes.

### FORMAT

Where possible, FNS has simplified this descriptive process to allow for yes/no answers, when appropriate, and so that numbers can be inserted in the proper spaces. However, some of the mandatory provisions can only be adequately addressed through narrative description. In these cases, such narratives should be as succinct as possible, but should provide sufficient detail to meet the requirements of the SFMNP and FMNP State Plan. In some instances, the State agency may include a form in support of one or more of the stipulated provisions, (e.g., program participation records, in lieu of a more involved narrative describing that process). While use of this format is not mandatory, it is recommended to minimize the administrative burden on State agencies. **Please identify any attachments or continuation pages according to the corresponding headings using the Appendices lettering system located on pages 71 of the State Plan Guidance.**

It is highly recommended that State agencies submit State Plans electronically to FNS Regional Offices.

### UPDATED STATE PLAN INFORMATION

The Updated State Plan section of the State Plan Guidance may be used by current State agencies to update their existing approved State Plans (**FMNP only**). State agencies requesting Federal funds for the SFMNP or the FMNP for the first time cannot use the Updated State Plan section.

State agencies submitting an initial Consolidated State Plan for the SFMNP and FMNP must provide a complete and comprehensive document. After the initial approval, the State agency may opt in subsequent years to submit only substantive changes (revisions, additions, and/or deletions) to its Program design and operation using the Updated State Plan section of this Guidance.

**State plans that were approved for the previous year contingent upon the completion of specific elements to be included in the next year's Plan will not be approved for a second consecutive year until such contingencies have been satisfactorily addressed in full.**

**A new budget for the current year's operation and new certifications must be submitted to FNS each year, regardless of whether the SFMNP's or the FMNP's basic operations are expected to change in any way.**

It is recommended that participating State agencies submit comprehensive new Plans at least once every three years. However, the FNS Regional Office may request a complete copy of the Plan from the State agency more frequently or at any time on an ad hoc basis.

Please note that the following items **must** be completed by current State agencies in addition to any updated information pages:

- a. FY 2017 FMNP Estimated Federal Budget Summaries;
- b. Expansion Request(s) for those State agencies requesting expansion funds for either or both Programs;
- c. Other procedural changes or amendments to the plan that have occurred since the previous State Plan submission, such as:
  - change in the benefit level
  - new months of program operation
  - the numbers and addresses of new farmers' markets, roadside stands and local agencies/clinics
  - a new map showing the locations of the new farmers' markets, roadside stands and local agencies/clinics

## UNIVERSAL IDENTIFIER

The Estimated Federal Budget page contains a field for the State agency to enter its Universal Identifier. The Office of Management and Budget (OMB) requires entities applying for Federal grants to provide federal government agencies with a Universal Identifier. This requirement is set forth in an OMB Policy Directive, Use of a Universal Identifier by Grant Applicants, which was published in the Federal Register on June 27, 2003, at 68 FR 38402. The initial and annual FMNP/SFMNP State Plan submissions are considered to be applications for a federal grant, and thus State agencies must comply with this requirement. Currently, the Universal Identifier system in use is the Data Universal Numbering System (DUNS) identification number. The Estimated Federal Budget page contains the field where the DUNS number must be provided. All State agencies must complete this form annually. Please complete the space for the Universal Identifier on the Federal-State Agreement (FNS-339), expiration of 2/28/2019 to show that this Agreement pertains to the State Plan. For guidance on obtaining a DUNS number, see [http://www.fns.usda.gov/FM/Documents/DUNS\\_general.htm](http://www.fns.usda.gov/FM/Documents/DUNS_general.htm).

## FEDERAL-STATE SUPPLEMENTAL NUTRITION PROGRAMS AGREEMENT (FNS-339)

In addition to the basic SFMNP and FMNP State Plan requirements, the Federal-State Supplemental Nutrition Programs Agreement (FNS-339), expiration of 2/28/2019 must be signed and submitted annually to FNS before a State agency can receive Federal funds. The FNS-339 must be submitted to the FNS Regional Office by Aug 15 for annual approval, and a copy is routinely submitted along with the State Plan. The Federal-State Agreement contains the mandatory Department-wide provisions addressing drug-free workplace, Civil Rights provisions and lobbying restrictions, as well as the State agency's commitment to compliance with all pertinent legislative and regulatory Program requirements. A single Federal-State Agreement may be used for one or all programs (SFMNP, FMNP, and WIC). Be sure to check the appropriate boxes for each program under item 4 on the first page of the FNS-339.

## CHARACTERISTICS OF PROGRAM SUB-GRANTS

This applies to all local agencies under contract with State agencies for activities such as:

- determining participant eligibility for FMNP/SFMNP,
- distributing and accounting for FMNP/SFMNP coupons or checks,
- instructing participants on the proper use of the coupons or checks,
- providing participants with nutrition education and other program information

This does not apply to a local office of the State agency which operates like a local agency, since such local offices are integral parts of the State agency and therefore share the State agency's exemption under 7 CFR §3017.215(h). The debarment/suspension certifications provided by local agencies with respect to another program, such as the certifications of local agencies of the Commodity Supplemental Food Program (CSFP) or Area Agencies on Aging, are sufficient for SFMNP if these certifications cover the same period as the SFMNP grant. Likewise, the debarment/suspension certifications for local agencies with regard to the WIC Program are



sufficient for the FMNP if these certifications cover the period of the FMNP sub-grants. Further, a State agency – local agency contract for another program may also be used by the State agency if this contract covers the same period as the SFMNP or FMNP grant and contains the language noted in #3 of the subsequent section, Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions. The administering State agency may need to contact another State agency to obtain the local agency debarment certifications or contracts, such as a SFMNP State agency which is a State Department of Agriculture contacting the State agency on Aging to obtain the certifications or contracts of the Area Agencies on Aging, or a FMNP State agency which is a State Department of Agriculture contacting the WIC State agency to obtain copies of the local agency certifications or contracts for all WIC local agencies involved with the FMNP.

If the S/FMNP State agency has entered into an agreement with another State agency to obtain that agency's services for SFMNP/FMNP-related functions, the second State agency would be a sub-grantee of the S/FMNP State agency. For example, the State Department of Agriculture would need to satisfy itself that the State Agency on Aging that has formally agreed to identify and certify eligible seniors for the SFMNP is neither suspended nor debarred via one of the methods outlined above. However, under such circumstances, the State Department of Agriculture would not need to obtain such satisfaction regarding the Area Agencies on Aging because it does not have a direct relationship with them. Also, under such circumstances, if the State Agency on Aging has submitted a debarment certification for another program, then a copy of that debarment certification could be provided to the State Department of Agriculture, since the debarment certification concerns the State Agency on Aging generally instead of a specific grant agreement.

S/FMNP State agencies are not required to submit copies of the local agency certifications or contracts to the FNS Regional Office as part of the annual State Plan submission. However, State agencies must be able to make these certifications or contracts available for review during management evaluations and audits. Alternatively, the State agency may keep a record showing that it had consulted the System for Award Management (SAM), and present this record upon request during a management evaluation or audit.

#### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS

The Federal Government uses the nonprocurement, debarment and suspension system to exclude organizations from Federal grants or contracts based on violations of a wide variety of statutes, executive orders, and regulations. As explained below, assurances must be obtained to ensure that Federal grants or contracts are not provided to debarred or suspended parties, with certain exceptions. The USDA debarment/suspension regulations are codified at 7 CFR 3017.

The State agency is not required to provide assurance that it is neither suspended nor debarred as a condition of receiving its SFMNP or FMNP grants. Departmental regulations at 7 CFR section 3017.215(h) exempt mandatory programs, such as the FMNP and SFMNP, from this requirement at the 'primary covered transaction' level (i.e. between the Federal awarding agency and the State agency). Also, this requirement does not apply to farmers or farmers' markets.



However, this exemption does not apply to the “lower tier covered transaction” level (i.e., sub-grants to local agencies). The State agency is required to obtain assurance that each SFMNP and FMNP local agency is neither debarred nor suspended. The State agency has three choices on how to obtain this assurance:

1. The State agency may check the SAM to determine whether a local agency has been debarred or suspended; the EPLS may be accessed on the Internet at [www.sam.gov](http://www.sam.gov); or,
2. The State agency may obtain a certification from the local agency, in a format established by the State agency, providing assurance that the local agency has not been debarred or suspended; or,
3. The State agency may stipulate in the local agency contract that the local agency is providing assurance that it has not been debarred or suspended, and will promptly notify the State agency if it is debarred or suspended in the future.

#### CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Certification Regarding Drug-Free Workplace Requirements has been abolished. However, the State agency is still required to have procedures in place for implementing a drug-free workplace, per 7 CFR 3021, which must be described in the narrative section of the State Plan. These procedures may be the same as those which are used for other programs such as WIC. Furthermore, this requirement does not apply to farmers or farmers’ markets.

#### CERTIFICATION REGARDING LOBBYING AND DISCLOSURE FORM TO REPORT LOBBYING

The Certification Regarding Lobbying and Disclosure Form is required for the State agency, and for local agencies with a sub-grant exceeding \$100,000 from the State agency. Under 7 CFR 3018, the only exemption is for grants or sub-grants of \$100,000 or less. This amount includes both food funds and administrative funds, at both the State and local levels. The State agency’s certification should be appended to the Federal-State Agreement and the local agency should provide its certification to the State agency. If the State agency is using the same Federal-State Agreement for both SFMNP and FMNP, then only one lobbying certification is needed for both programs. Otherwise, a separate lobbying certification must be submitted for each program, since the lobbying certification pertains to a specific grant agreement instead of the State agency generally.

The local agency’s certification should be provided to the State agency; like the local agency debarment certifications, the State agency needs to keep the local agency lobbying certifications on file. Also, as with the Federal-State Agreement, if the State agency/local agency contract covers both SFMNP and FMNP, then only one local agency lobbying certification is needed for both programs; otherwise, a separate lobbying certification must be submitted for each program.

As explained in the form’s instructions, lobbying with federal funds is prohibited. Lobbying with funds from other sources is permitted. However, if lobbying with non-federal funds has

occurred, then the Disclosure Form to Report Lobbying (Standard Form LLL) must be submitted as follows:

- State agencies need to submit an SF-LLL on their lobbying to the FNS Regional Office;
- Local agencies need to submit an SF-LLL on their lobbying to the State agency, who will forward the form to the FNS Regional Office.

State agencies need only submit one SF-LLL if the Federal-State Agreement covers both SFMNP and FMNP, and local agencies need only submit one SF-LLL if the State agency – local agency contract covers both programs; otherwise, a separate SF-LLL form must be submitted for each program.

### ANNUAL FINANCIAL AND PROGRAM DATA REPORT FORMS

#### **SFMNP:**

In addition to the State Plan, FNS requires SFMNP State agencies to submit an Annual Financial and Program Data Report, the FNS-683A, to FNS through the Food Programs Reporting System (FPRS) by **January 30** of each year.

#### **FMNP:**

In addition to the State Plan, FNS requires FMNP State agencies to submit the following reports:

FMNP Annual Financial Report and Program Report, FNS-683B (combines previously used FNS-683 and FNS-203) – provides information regarding FMNP expenditures; regarding the number of FMNP recipients, farmers, and markets; due to FNS through the Food Program Reporting System (FPRS) no later than **January 30** of each year.

#### **Both SFMNP and FMNP:**

- a. Section 17(m)(8) of the Child Nutrition Act and § 249.4(18) of the SFMNP regulations specify that State Agencies are to submit information relating to the change in consumption of fresh fruits and vegetables by recipients and the effects of the program on farmers' markets to FNS, if the information is available. State agencies are encouraged to conduct surveys of recipients and farmers' markets to collect this information. At a minimum, the survey shall assess the change in the consumption of fresh fruits and vegetables by recipients, and the effects of the SFMNP and FMNP on farmers' markets. An analysis of completed recipient and/or farmers' market survey forms must be submitted to FNS annually and no later than January 30 of each year.
- b. At any time during the fiscal year when changes in any of the sections or procedures of the State Plan occur, a State Plan Amendment and any accompanying appendices must be submitted to the FNS Regional Office for approval prior to implementation of the change(s).

## TECHNICAL ASSISTANCE

### **FNS Regional Offices**

Questions about the development, structure, and/or submission of the State Plan should be directed to the Supplemental Food Programs Office of the appropriate FNS Regional Office:

<b>Regions</b>	<b>Address</b>	<b>States/ITO's</b>
<b>Northeast</b>	Mark Johnson, Branch Chief Supplemental Nutrition Programs USDA, Food and Nutrition Service Northeast Regional Office 10 Causeway Street Boston, MA 02222-1066 (617) 565-6440	Connecticut Maine Massachusetts New Hampshire New York Rhode Island Vermont
<b>Mid-Atlantic</b>	Jaime Van Lieu, Branch Chief Supplemental Nutrition Programs USDA, Food and Nutrition Service Mid-Atlantic Regional Office Mercer Corporate Park 300 Corporate Blvd. Robbinsville, NJ 08691-1598 (609) 259-5100	District of Columbia Delaware Maryland New Jersey Pennsylvania Puerto Rico Virginia Virgin Islands West Virginia
<b>Southeast</b>	Sandra Benton-Davis, Branch Chief Supplemental Nutrition Programs USDA, Food and Nutrition Service Southeast Regional Office 61 Forsyth Street, SW Room 8T36 Atlanta, GA 30303-3427 (404) 562-7100	Alabama Florida Georgia Kentucky Mississippi Mississippi Band of Choctaw Indians North Carolina South Carolina Tennessee
<b>Midwest</b>	Bruce Hillman, Branch Chief Supplemental Nutrition Programs USDA, Food and Nutrition Service Midwest Regional Office 77 West Jackson Blvd. 20 <sup>th</sup> Floor Chicago, IL 60604-3507 (312) 886-6625	Illinois Indiana Michigan Grand Traverse Band of Ottawa and Chippewa Indians Minnesota Ohio Wisconsin
<b>Southwest</b>	Darrell Allen, Branch Chief Supplemental Nutrition Programs USDA, Food and Nutrition Service Southwest Regional Office	Arkansas Louisiana New Mexico Five Sandoval Indian Pueblos

	1100 Commerce Street, Rm 522 Dallas, TX 75242 (214) 290-9910	Pueblo of San Felipe Oklahoma Chickasaw Nation of Oklahoma Choctaw Nation of Oklahoma Osage Nation of Oklahoma Texas
<b>Mountain Plains</b>	Sandy Clark, Branch Chief Supplemental Nutrition Programs USDA, Food and Nutrition Service Mountain Plains Regional Office 1244 Speer Blvd., Ste. 903 Denver, CO 80204 (303) 844-0331	Colorado Iowa Missouri Montana Nebraska North Dakota South Dakota Utah Wyoming
<b>Western</b>	Zita Viernes, Branch Chief Supplemental Nutrition Programs USDA, Food and Nutrition Service Western Regional Office 90 Seventh Street, Ste. #10-100 San Francisco, CA 94108 (415) 705-1313	Alaska Arizona California Guam Hawaii Idaho Nevada Oregon Washington American Samoa Commonwealth of the Northern Marianas Islands

# **Senior Farmers' Market and WIC Farmers' Market Nutrition Program**



## **FY 2017 Updated State Plan Information for DARS-VDA (State agency name)**

**SENIOR FARMERS' MARKET NUTRITION PROGRAM  
WIC FARMERS' MARKET NUTRITION PROGRAM**

**Updated Consolidated State Plan Information  
Fiscal Year 2017**

At a minimum, each State agency must provide the following information to their respective FNS Regional Office annually. Even if all other items have remained unchanged, State agencies must complete this section of the Guidance, including the **budget pages**. Any State agency interested in receiving expansion funds, should such funds become available during FY 2017, must also complete the **Request for Expansion Funds pages**.

State Agency: DARS-VDA

A. FY 2016 Participants Served:

Number of SFMNP participants (those issued SFMNP checks, coupons, EBT cards, bulk purchased food boxes or bags and/or CSA benefits) served with Federal and State funds in FY <b>2016</b> (previously participating fiscal year)::	Number of FMNP recipients (those issued FMNP coupons, checks, EBT cards) served with Federal and State funds in FY <b>2016</b> (previously participating fiscal year):
<b>SFMNP: <u>10,909</u></b>	<b>FMNP: <u>3294</u></b>

B. Please provide estimates for FY 2017:

- Estimated number of SFMNP participants to be served with SFMNP Federal and State agency funds in FY 2017:

**(Excluding Expansion)**

**10,909**

**(Including Expansion)**

**12,409**

- Estimated number of FMNP recipients to be served with FMNP Federal and State agency funds in FY 2017:

<b>(Excluding Expansion)</b>		<b>(Including Expansion, If Any)</b>
<u>421</u>	Pregnant women	_____
<u>414</u>	Breastfeeding women	_____
<u>306</u>	Postpartum women	_____
<u>1092</u>	Infants (over 4 months of age)	_____
<u>2355</u>	Children (if sub-categories of children, e.g., ages 1-2 years old and 3-4 years old are defined by the State agency, please indicate accordingly)	_____
_____	Other designation (e.g., only	_____

	Priority I pregnant or breastfeeding women; specify): _____	
<u>4588</u>	Total _____	_____

3. Check (X) the type of SFMNP/FMNP recipients to whom benefits will be issued:

<b>SFMNP</b> <input checked="" type="checkbox"/> Individuals <input type="checkbox"/> Households	<b>FMNP</b> <input type="checkbox"/> Individuals <input checked="" type="checkbox"/> Households
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4. Benefit Level

a. The Federal benefit amount that each **SFMNP** participant will receive in FY 2017 is \$40.

Is this a change from last year? ☐ Yes ☒ No

Section 249.8 (b) of the Federal SFMNP regulations states that the Federal SFMNP benefit level received by each participant, whether a household or individual, may not be less than \$20 per year or more than \$50 per year, except for certain State agencies that were grandfathered into the SFMNP using a different benefit level.)

b. The lowest Federal benefit amount that any **FMNP** recipient will receive in FY 2017 is \$20 and the highest is \$20. If the State agency uses varying benefit amounts, please list all of the new benefit levels, indicating the recipient categories affected. N/A

Is this a change from last year? ☐ Yes ☒ No

(**Please note:** Federal FMNP regulations at Section 248.8(b) state that the value of the Federal FMNP benefits received by each recipient, or by each family within a household in those States which elect to issue benefits on a household basis under §248.6(c) may not be less than \$10 per year or more than \$30 per year.)

5. Do you plan to use non-Federal funds to provide SFMNP/FMNP benefits to other participants?

**SFMNP** ☐ Yes ☒ No    **FMNP** ☐ Yes ☒ No

If you answered **YES** for **SFMNP**, please describe how such participants will be identified and certified and the benefit amount that will be provided. For **FMNP**, please describe this caseload; include the name(s) of the program(s) and the sources of non-Federal funds:



6. If fruits, vegetables, and/or fresh herbs have been **added** to/or **deleted from** the State agency's list of eligible foods for FY 2017, list (or attach a list) of those items. Please note that honey is eligible only for the SFMNP.

N/A

7. Proposed months of Program operation: July through November

8. Proposed months of coupon issuance: June through September

9. Proposed months of benefit usage by participants: July through November

10. Are tokens used at authorized farmers' markets? Yes ☐ No ☒

If Yes, please describe how they are used in the market. \_\_\_\_\_

11. Are all participants provided with a receipt? Yes ☒ No ☐

If No, please describe the procedure in more detail. \_\_\_\_\_

12. Are any markets authorized to accept Cash Value Vouchers/Benefits (CVV/CVB's)?

Yes ☐ No ☒

If Yes: Statewide ☐ or Selected Areas ☐ Please attach a list.

13. Are any farmers authorized to accept Cash Value Vouchers/Benefits (CVV/CVB's)?

Yes ☐ No ☒

14. Indicate the total number of local agencies serving FMNP/SFMNP participants, and the number of each type of farmers, farmers' markets, and/or roadside stands authorized. Also indicate review activity below:

New Fiscal Year: <u>2017</u>	FMNP	SFMNP
Total # Local Agencies Participating	<u>5</u>	<u>11</u>
# of local agencies to be reviewed (Remember that all local agencies must be reviewed at least once every two years.)	<u>5</u>	<u>7</u>
Total # Farmers Markets Authorized	<u>50</u>	<u>50</u>
# to be reviewed (min 10%)	<u>5</u>	<u>5</u>

Total # Farmers authorized	<u>197</u>	<u>197</u>
# to be reviewed (min 10%)	<u>20</u>	<u>20</u>
Total # Roadside stands authorized	<u>24</u>	<u>24</u>
# to be reviewed (min 10%)	<u>3</u>	<u>3</u>
Total # of CSAs	<u>0</u>	<u>0</u>
# to be reviewed (min 10%)	<u>0</u>	<u>0</u>

<b>Previous Fiscal Year: <u>2016</u></b>	<b>FMNP</b>	<b>SFMNP</b>
Total # Local Agencies Participating	<u>5</u>	<u>11</u>
# of local agencies reviewed	<u>0</u>	<u>4</u>
Total # Farmers Markets Authorized	<u>50</u>	<u>50</u>
# of markets reviewed	<u>13</u>	<u>13</u>
Total # Farmers authorized	<u>197</u>	<u>197</u>
# of farmers reviewed	<u>31</u>	<u>31</u>
Total # Roadside stands authorized	<u>24</u>	<u>24</u>
# Roadside stands reviewed	<u>6</u>	<u>6</u>
Total # of CSAs	<u>0</u>	<u>0</u>
# of CSAs reviewed	<u>0</u>	<u>0</u>

15. a. Briefly summarize key findings and corrective actions taken as the result of local agency reviews in FY 2016.

Two local agencies did not provide a list of eligible and ineligible foods to participants. Staff were educated and provided a list of eligible/ineligible foods that they will use for developing their own document for 2017. At two agencies, promotional materials did not have the updated non-discrimination statement. Staff was provided with the new statement and materials were updated. One agency had staff turn-over during the program administration; this staff stated that she did not believe that nutrition education was provided but was not certain due to the previous staff leaving. She was educated on the requirement and provided with materials to use for 2017.

- b. Briefly summarize key findings and corrective actions taken as a result of farmer/market/roadside stand/CSA reviews in FY 2016.

At one location a farmers did not have the S/FMNP sign posted. They were asked to post and it was corrected. In addition to farmer monitoring, multiple secret shoppers were utilized throughout the state. There were no issues identified via secret shopper.

C. In light of recent changes in technology for both the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) and the Supplemental Nutrition Assistance Program (SNAP), it is important that State agencies clearly identify how S/FMNP benefits are provided to participants. Since the inception of the Programs, S/FMNP benefits have most often been provided using either coupons or checks. In the event that a State agency is using a

different delivery method such as electronic benefits transfer (EBT), it is expected that where applicable, the State agency address how that method applies to SFMNP and FMNP.

1. Are any markets currently providing benefits using EBT? Yes ☒ No ☐

If yes, for which programs? ☐ WIC ☒ SNAP ☐ FMNP ☐ SFMNP

2. Do you anticipate providing SFMNP or FMNP benefits using EBT? ☐ Yes ☒ No

If yes, when? \_\_\_\_\_ In all markets or in selected areas? \_\_\_\_\_

3. Number of participants in FY 2016 (if applicable):

14203 (Seniors and WIC combined)

4. Estimated number of participants in FY 2017:

14203 (Seniors and WIC combined)

5. Proposed months of Program operation:

July through November

6. Proposed months of coupon/check/EBT card issuance (Not later than 9/30):

June through September

7. Proposed months of benefit usage by participants:

July through November

8. Proposed months of benefit redemption (submission for payment) by farmers, markets roadside stands, and/or CSAs:

July through November

### **Funding Information:**

1. Under the FMNP, is the State agency applying to use not more than 2 percent of the total Program funds for market development and/or technical assistance in FY 2017?

☒ No ☐ Yes (If yes, provide the justification for requesting market development or technical assistance funds, meeting the criteria set forth in § 248.14(h) of the Federal FMNP regulations). Include a detailed description of how the State agency plans to promote the development of farmers' markets. \_\_\_\_\_

### **FMNP Matching Funds:**

1. Describe the source(s) and amounts the State agency intends to use to meet the minimum **30 percent State/ITO match requirement** for the FMNP, which will be \$4646 for your State/ITO in FY 2017 based on the Federal Funds Request and State/ITO Matching Funds worksheets. (**Note that the 30 percent minimum match**

requirement applies only to the total administrative cost of the program, although the State agency may meet this match requirement with State/ITO local, or private funds provided for food as well as administrative costs):

Type	Source	Amount
State/ITO and local funds	DARS-VDA State funds	\$4646
Private funds		
In-kind Contributions		
Similar Programs		
Program Income		
		Total FMNP Match Amount: \$4646

State/ITO and local funds. If available, attach documentation, such as a copy of appropriation legislation, budget page containing this line item, etc.

See appendix E

Private Funds. Include a detailed description of all cash donations or letters of commitment from the organizations or individuals planning to make such donations.

N/A

In-kind Contributions. If any portion of the State agency's minimum 30 percent matching requirement will be met through in-kind contributions, describe the in-kind contribution, its value, and how the value was determined, including any supporting documentation.

N/A

Similar Programs. Federal funds provided for SFMNP or any other FNS program (e.g., Specialty Crop or Farmers' Market Promotion Program grants awarded by USDA's Agricultural Marketing Service) **cannot** be used as a match source. Include the title of the program, the source of funding and a brief description of how the program operates.

N/A

Program Income. Describe type and source. (More specific information can be found in WIC Policy Memorandum #2005-3) N/A

Reminder to Current S/FMNP State agencies:

In addition to the Updated State Plan section just completed, the following documents must also be provided to FNS before the S/FMNP State Plan can be approved for FY 2017:

- a. FY 2017 Estimated Federal Budget Summary;
- b. Expansion Request for those State agencies requesting expansion funds;
- c. Using the Appendices lettering/numbering system shown below, a description of any other procedural changes or amendments to the State Plan that have occurred since the previous State Plan submission and approval by FNS, such as a change in the benefit level, new months of program operation, the numbers and addresses of new farmers' markets, roadside stands, and/or local agencies, and a new map showing the location of these new outlets or facilities; and
- d. Federal-State Supplemental Nutrition Programs Agreement (FNS-339), expiration of 2/28/2019.

Include all of your Appendices here. Please identify clearly any pages according to the lettering system used in this format.

### **Required Appendices**

- A. Federal-State Supplemental Nutrition Programs Agreement (FNS-339)
- B. Job Descriptions – No change from 2016
- C. Copies of signed agreements between the State Agency and another State Agency (delineating the functions to be performed)
- D. Copies of cooperative agreements with other entities for authorizing and/or training farmers, farmers' markets, roadside stands - N/A
- E. Supporting documentation for State, private, in-kind, or similar program funding (if applicable)
- F. Instructions to participants, including rights and responsibilities – No change from 2016
- G. List of fruits, vegetables and/or fresh herbs that are eligible in the program - No change from 2016
- H. Samples of reporting forms for record keeping (if available) – No change from 2016
- I. Copy of the log or other forms used to record and report coupon issuance and inventory - No change from 2016
- J. Facsimile of the FMNP coupon, check or EBT card
- K. Map outlining service areas and proximity of farmers' markets, roadside stands from the prior year's operation to WIC clinics and/ local agencies – No change from 2016
- L. List of criteria used to authorize farmers' markets – N/A
- M. List of criteria used to authorize farmers – No change from 2016
- N. List of criteria used to authorize roadside stands – N/A (no new stands since 2013)
- O. List of criteria used to authorize farmers for bulk purchase programs. – N/A
- P. Copy of prototype agreements for farmers, markets, CSAs and bulk purchases (if applicable)
- Q. Training materials for farmers, markets, roadside stands and CSAs (if applicable) – No change from 2016
- R. State agency's monitoring tool(s) to review farmers, farmers' markets, roadside stands, and CSA programs (if applicable) – No change from 2016
- S. Sample State-wide application/certification form
- T. Sample notification of ineligibility – No change from 2016
- U. State agency's monitoring tool to review local agencies/clinics – No change from 2016
- V. Copy of SFMNP affidavit to affirm income eligibility – No change from 2016
- W. List of criteria for certifying SFMNP participants – No change from 2016
- X. List of criteria used to authorize CSA programs (if applicable) – N/A
- Y. List of SFMNP certification/issuance sites – No change from 2016

### **Optional**

- 1. State agency training tools for local agencies – N/A
- 2. Sample proxy form – No change from 2016
- 3. Examples of nutrition education materials – No change from 2016
- 4. Copy of form to request an appeal/fair hearing and procedures – No change from 2016